

HIV Capacity Building Grant

RFA No. HHS0004673

Form F – DELIVERABLE COST APPLICATION

Deliverable Actual	Evidenced By	Costs Estimate
First Quarter 2020	First Quarter 2020	
<p>During this quarter, the Performing Agency will:</p> <ul style="list-style-type: none"> • plan and attend kick-off meeting with DSHS staff; • create project plan with dates and deliverables for all classroom courses; • set up quarterly quality assurance meetings with DSHS capacity building staff; • establish quality assurance standards applicable to agency trainers; • develop training plan for all trainers as required by contract; • receive and review training materials (agenda, slides, training notes and on-line courses); • using 2020 needs assessment data provided by DSHS, plan for the 2020 HIV course schedule <ul style="list-style-type: none"> ○ schedule all courses for 2020, including all associated contractual outlined tasks and activities. 	<p>The Performing Agency will:</p> <ul style="list-style-type: none"> • provide notes from kick-off meeting with DSHS staff • deliver classroom project plan • send invitations to quarterly quality assurance meetings • submit quality assurance standards • submit plan to DSHS to train all trainers • submit on-line training plan • submit 2020 course schedule for approval 	
<p>Foundations of Testing and Navigation</p> <p>During this quarter, the Performing Agency will:</p> <ul style="list-style-type: none"> • Review training materials • Develop Foundations course implementation plan for the delivery of six (6) Foundations courses across the state of Texas in 2020. 	<p>The Performing Agency will:</p> <ul style="list-style-type: none"> • Submit Foundations implementation plan for DSHS approval 	
<p>HIV Navigation in Texas (HNT)</p> <p>During this quarter, the Performing Agency will:</p>	<p>The Performing Agency will:</p> <ul style="list-style-type: none"> • Submit HNT implementation plan for DSHS approval 	

<ul style="list-style-type: none"> • Review HNT training materials • Develop HNT course implementation plan for the delivery of six (6) HNT Learning Sessions across the state of Texas in 2020. 		
Motivational Interviewing (MI) During this quarter, the Performing Agency will: <ul style="list-style-type: none"> • Review training materials • Develop MI course implementation plan for the delivery of four (4) MI classes across the state of Texas in 2020 	The Performing Agency will: <ul style="list-style-type: none"> • Submit MI implementation plan for DSHS approval 	
Cultural Competence Training During this quarter, the Performing Agency will: <ul style="list-style-type: none"> • Review training materials • Develop Cultural Competence course implementation plan 	The Performing Agency will: <ul style="list-style-type: none"> • Submit Cultural Competence Training implementation plan for DSHS approval 	
Trauma Informed Care (TIC) During this quarter, the Performing Agency will: <ul style="list-style-type: none"> • Review training materials • Develop MI course implementation plan 	The Performing Agency will: <ul style="list-style-type: none"> • Submit TIC implementation plan for DSHS approval 	
Quarterly Report During this quarter, the Performing Agency will: Submit Quarterly report	An update of activities shall be submitted with the quarterly report due April 20, 2020.	
Second Quarter 2020		
During this quarter, the Performing Agency will: <ul style="list-style-type: none"> • provide, revise, develop, and/or support in-person, virtual and on-line courses as required and directed by DSHS • provide technical assistance as required, for DSHS HIV/STD service providers and others who provide HIV testing, navigation and other HIV care services 	The Performing Agency will: <ul style="list-style-type: none"> • include report of all course development or revisions in the quarterly report; • include report of technical assistance provided in quarterly report. 	

Training of Trainers During this quarter, the Performing Agency will: <ul style="list-style-type: none"> • Complete training of all contract trainers 	The Performing Agency will: <ul style="list-style-type: none"> • submit completed trainer checklists 	
On-line Training Materials During this quarter, the Performing Agency will: <ul style="list-style-type: none"> • Review training materials • Develop on-line course implementation plan 	The Performing Agency will: <ul style="list-style-type: none"> • Submit on-line training implementation plan for DSHS approval 	
Foundations of Testing and Navigation (Foundations course) During this quarter, the Performing Agency will: Provide two (2) Foundations courses in Texas	The Performing Agency will: <ul style="list-style-type: none"> • Provide two (2) Foundations courses in Texas • Submit course registration lists including lists of staff completing the courses. • Submit evaluation summaries 	
HIV Navigation in Texas (HNT) During this quarter, the Performing Agency will: Provide two (2) HNT Learning Sessions in Texas	The Performing Agency will: <ul style="list-style-type: none"> • Provide two (2) HNT Learning Sessions in Texas • Submit course registration lists including lists of staff completing the courses. • Submit evaluation summaries 	
Motivational Interviewing During this quarter, the Performing Agency will: Provide one (1) MI course in Texas	The Performing Agency will: <ul style="list-style-type: none"> • Provide one (1) MI course • Submit course registration list including list of staff completing the courses. • Submit evaluation summaries 	
Cultural Competence Training During this quarter, the Performing Agency will: Provide one (1) Cultural Competence course	The Performing Agency will: <ul style="list-style-type: none"> • Provide one (1) Cultural Competence course • Submit course registration list including list of staff completing the courses. • Submit evaluation summaries 	
Trauma Informed Care During this quarter, the Performing Agency will: Provide one (1) TIC course	The Performing Agency will: <ul style="list-style-type: none"> • Provide one (1) TIC course • Submit course registration list including list of staff completing the courses. 	

	<ul style="list-style-type: none"> • Submit evaluation summaries 	
Quarterly Report During this quarter, the Performing Agency will: <ul style="list-style-type: none"> • Submit Quarterly report 	An update of activities shall be submitted with the quarterly report due July 20, 2020.	
Third Quarter 2020		
During this quarter, the Performing Agency will: <ul style="list-style-type: none"> • provide, revise, develop, and/or support in-person, virtual and on-line courses as required and directed by DSHS • provide technical assistance as required, for DSHS HIV/STD service providers and others who provide HIV testing, navigation and other HIV care services 	The Performing Agency will: <ul style="list-style-type: none"> • include report of all course development or revisions in the quarterly report; • include report of technical assistance provided in quarterly report. 	
Foundations of Testing and Navigation (Foundations course) During this quarter, the Performing Agency will: Provide two (2) Foundations courses in Texas	The Performing Agency will: <ul style="list-style-type: none"> • Provide two (2) Foundations courses in Texas • Submit course registration lists including lists of staff completing the courses. • Submit evaluation summaries 	
HIV Navigation in Texas (HNT) The Performing Agency will: Provide two (2) HNT Learning Sessions in Texas	The Performing Agency will: <ul style="list-style-type: none"> • Provide two (2) HNT Learning Sessions in Texas • Submit course registration lists including lists of staff completing the courses. • Submit evaluation summaries 	
Motivational Interviewing During this quarter, the Performing Agency will: Provide one (1) MI course in Texas	The Performing Agency will: <ul style="list-style-type: none"> • Provide one (1) MI course • Submit course registration list including list of staff completing the courses. • Submit evaluation summaries 	
Cultural Competence Training During this quarter, the Performing Agency will:	The Performing Agency will: <ul style="list-style-type: none"> • Provide one (1) Cultural Competence course 	

Provide one (1) Cultural Competence course	<ul style="list-style-type: none"> • Submit course registration list including list of staff completing the courses. • Submit evaluation summaries 	
Trauma Informed Care During this quarter, the Performing Agency will: Provide one (1) TIC course	The Performing Agency will: <ul style="list-style-type: none"> • Provide one (1) TIC course • Submit course registration list including list of staff completing the courses. • Submit evaluation summaries 	
Quarterly Report During this quarter, the Performing Agency will: <ul style="list-style-type: none"> • Submit Quarterly report 	An update of activities shall be submitted with the quarterly report due October 20, 2020.	
Fourth Quarter 2020		
During this quarter, the Performing Agency will: <ul style="list-style-type: none"> • provide, revise, develop, and/or support in-person, virtual and on-line courses as required and directed by DSHS • provide technical assistance as required, for DSHS HIV/STD service providers and others who provide HIV testing, navigation and other HIV care services 	The Performing Agency will: <ul style="list-style-type: none"> • include report of all course development or revisions in the quarterly report; • include report of technical assistance provided in quarterly report. 	
Virtual Training Development During this quarter, the Performing Agency will: <ul style="list-style-type: none"> • Begin planning for virtual delivery of training 	The Performing Agency will: <ul style="list-style-type: none"> • Submit Virtual training delivery implementation plan for DSHS approval 	
Foundations of Testing and Navigation (Foundations course) During this quarter, the Performing Agency will: Provide two (2) Foundations courses in Texas	The Performing Agency will: <ul style="list-style-type: none"> • Provide two (2) Foundations courses in Texas • Submit course registration lists including lists of staff completing the courses. • Submit evaluation summaries 	
HIV Navigation in Texas (HNT) The Performing Agency will: Provide two (2) HNT Learning Sessions in Texas	The Performing Agency will: <ul style="list-style-type: none"> • Provide two (2) HNT Learning Sessions in Texas 	

	<ul style="list-style-type: none"> • Submit course registration lists including lists of staff completing the courses. • Submit evaluation summaries 	
Motivational Interviewing During this quarter, the Performing Agency will: Provide one (2) MI courses in Texas	The Performing Agency will: <ul style="list-style-type: none"> • Provide two (2) MI course • Submit course registration list including list of staff completing the courses. • Submit evaluation summaries 	
Cultural Competence Training During this quarter, the Performing Agency will: Provide one (2) Cultural Competence courses	The Performing Agency will: <ul style="list-style-type: none"> • Provide two (2) Cultural Competence course • Submit course registration list including list of staff completing the courses. • Submit evaluation summaries 	
Trauma Informed Care During this quarter, the Performing Agency will: Provide one (2) TIC courses	The Performing Agency will: <ul style="list-style-type: none"> • Provide two (2) TIC courses • Submit course registration list including list of staff completing the courses. • Submit evaluation summaries 	
Quarterly Report During this quarter, the Performing Agency will: <ul style="list-style-type: none"> • Submit Quarterly report 	An update of activities shall be submitted with the quarterly report due January 20, 2021.	